



## DEPARTMENT OF THE ARMY

WASHINGTON, D.C. 20310

**HQDA Ltr 25-00-1**

SAAA-PP

1 December 2000

Expires 1 December 2002

**SUBJECT:** Less Paper Policy for Departmental Forms and Administrative Publications

### SEE DISTRIBUTION

1. Purpose. This letter establishes policy to reduce paper and increase use of electronic publishing media.
2. Proponent and exception authority. The proponent of this letter is the Administrative Assistant to the Secretary of the Army (AASA). The AASA has authority to approve exceptions to this letter that are consistent with controlling law and regulation and may delegate approval authority in writing to the Director of the U.S. Army Publishing Agency (USAPA).
3. References. Related publications are listed below.
  - a. AR 25-30, The Army Integrated Publishing and Printing Program.
  - b. DA Pam 25-30, Consolidated Index of Army Publications and Blank Forms.
  - c. DA Pam 25-31, Forms Management, Analysis, and Design.
  - d. DA Pam 25-33, User's Guide for Army Publications and Forms.
  - e. DA Pam 25-40, Administrative Publications: Action Officers Guide.
4. Explanation of abbreviations and terms.
  - a. Abbreviations.

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- (1) AASA.....Administrative Assistant to the Secretary of the Army
- (2) AR.....Army regulation
- (3) AEL.....Army Electronic Library
- (4) CD-ROM...compact disk-read only memory
- (5) DA.....Department of the Army
- (6) HQ.....Headquarters
- (7) MACOM.....major Army command
- (8) Pam.....pamphlet
- (9) USAPA.....U.S. Army Publishing Agency

b. Terms.

- (1) Change to a publication. An official authenticated alteration to a publication directed by the proponent. For example, two changes have been issued for AR 25-30; they are Change 1 and Change 2.
- (2) Departmental form or publication. A term that means Army-wide.
- (3) Distribution levels for publications. A means of identifying those who read and use (target audience) administrative publications and their command levels. These levels are: A (company or similar organizational units); B (brigade, regiment, group, and battalion level); C (installations or similar activities including headquarters of divisions and comparable commands); D (major Army commands (MACOMs) and HQDA agencies); and E (headquarters of MACOMs and HQDA agencies).

5. Responsibilities.

- a. Administrative Assistant to the Secretary of the Army (AASA). The Administrative Assistant to the Secretary of the Army (AASA) will prescribe publishing policy.
  - b. Director, U.S. Army Publishing Agency (USAPA). The Director, U.S. Army Publishing Agency (USAPA), will implement publishing policy and procedures.
6. Policy and procedures of less paper. The Less Paper Policy prescribed in this

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numbered HQDA letter applies to only the departmental forms and administrative publications on the Army Electronic Library (AEL); the AEL is a compact disk-read only memory (CD-ROM) that is issued quarterly. This CD-ROM is Unclassified and also not Sensitive. In between quarterly CD-ROMs, USAPA places newly converted electronic publications and forms on the agency worldwide web (WWW) home page at <http://www.usapa.army.mil>; however, these items will not come under this policy until they are on the AEL CD-ROM. Items that have not been converted to electronic format or cannot be converted, such as specialty construction forms, will not be affected.

a. Forms. After 1 December 1998, USAPA will not procure (buy) a paper medium for new and revised forms that are on the AEL CD-ROM or for resupply (reprint) of existing forms on that CD-ROM. USAPA will supply paper stock of these forms until they are revised or exhausted or 1 June 2000. After this date, USAPA will no longer stock or issue paper forms that are governed by this policy. If a form under this policy has no reasonable demand for any 6-month period, USAPA will not hold that stock. Critical and mobilization forms are exempt for a period that has not yet been determined. (See para 7 for exceptions.)

b. Publications. The Less Paper Policy for departmental administrative publications varies by distribution level as explained below.

(1) Publications, distribution levels C, D, and E. After 1 December 1998, USAPA will not procure (buy) a paper medium for new, changed, and revised publications that are on the AEL CD-ROM or for resupply (reprint) of those existing publications that are on that CD-ROM. USAPA will supply paper stock of these publications until changed, revised, or exhausted or 1 June 2000. After this date, USAPA will no longer stock or issue paper publications that are governed by this policy. If a publication covered by this policy has no reasonable demand for any 6-month period, USAPA will not hold that stock. Mobilization publications are exempt for a period that has not yet been determined. (See para 7 for exceptions.)

(2) Publications, distribution levels A and B. After 1 July 1999, USAPA will not procure (buy) a paper medium for new, changed, and revised publications that are on the AEL CD-ROM or for resupply (reprint) of those existing publications on that CD-ROM. USAPA will supply paper stock of these publications until changed, revised, or exhausted or 1 January 2001. After this date, USAPA will no longer stock or issue paper publications that are governed by this policy. If a publication covered by this policy has no reasonable demand for any 6-month period, USAPA will not hold that stock. Mobilization publications are exempt for a period that has not yet been determined. (See para 7 for exceptions.)

(3) Changes to publications.

(a) When procurement of a paper medium for a publication ceases (see b above), USAPA will no longer procure paper changes to that publication. DA Pam 25-40, particularly appendix B, gives detailed procedures for submitting electronic files for changes. As noted in this pamphlet, proponents and preparers will contact USAPA for guidance.

(b) Because the electronic medium is becoming the usual method of publishing, the concept of issuing changes to departmental administrative publications is in transition. During this transition, the system will have some publications that are only electronic, some that are only paper, and still others that are both. After transition, the Army may issue new publishing terms that will alter the definition of a change but allow for the differences in staffing requirements under current publishing policy (AR 25-30) for changes and revisions.

(4) Microfiche. The U.S. Army has published DA Pam 25-30 (Consolidated Index of Army Publications and Blank Forms) on both the quarterly AEL CD-ROM and also in microfiche. USAPA continued the current cycle through Change 3 to DA Pam 25-30 but did not publish the 1 October 1998 revision in microfiche. Beginning 1 October 1998, DA Pam 25-30 will be available only in electronic media.

7. Exceptions to policy. The AASA will accept and evaluate requests for exceptions to policy (with written justification) from users and proponents. Requesters must send and coordinate these requests through command channels and MACOMs. Because proponents manage their items and are involved often in funding, as clarified below, requests for exceptions must include coordination with the publication's proponent. A proponent organization that is requesting an exception will include both user and proponent comments. If the proponent is an HQDA agency, the requester may ask that the Office of the AASA coordinate with the proponent.

a. The proponent is responsible for funding the cost of all departmental printing including exceptions granted under this Less Paper Policy except as follows:

(1) USAPA has the responsibility to fund replenishment (reprints) for Army-wide (departmental) administrative forms, Budget Activity Group (BAG) 43, including exceptions granted under this Less Paper Policy. Forms funded in other budget programs (and those exceptions) are a proponent responsibility.

(2) HQDA proponent agencies that are supported by the Information Management Support Center (IMCEN) will process their publishing requests through IMCEN (ATTN: JDIM-RM), 6602 Army Pentagon, Washington, DC 20310-6602. For those agencies that IMCEN supports, JDIM-RM has the responsibility to fund

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publications and new and revised forms including exceptions granted under this Less Paper Policy. Examples of those that pay for their own publications and forms are The Surgeon General; Chief, National Guard Bureau; and Chief, Army Reserve.

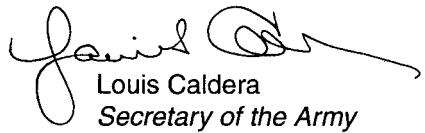
b. Requests for exceptions must include written justification. Send requests through command channels to the Office of the Administrative Assistant to the Secretary of the Army, ATTN: SAAA-PP, 105 Army Pentagon, Washington, DC 20310-0105.

8. Receiving the AEL CD-ROM. To receive the AEL CD-ROM, HQDA agency personnel should contact the Information Management Support Center, 6602 Army Pentagon, Washington, DC 20310-6602. Customers in the field should contact a local publications control officer or publications account manager. Because the CD-ROM is published quarterly, it is not reprinted or stocked. If an organization is not receiving the AEL CD-ROM through its quarterly initial distribution (ID), the local publications personnel must update the organization's publications subscriptions (DA Form 12-series).

a. The USAPA website provides instructions for ordering and using the subscription system. Adding the AEL CD-ROM or making a subscription change through the WWW requires entering the Initial Distribution Number (IDN) of the AEL CD-ROM (04 0803). The AEL CD-ROM is listed in DA Pam 25-30 as EM 0001.

b. USAPA customers, particularly those without access to the WWW, may also use the STAR PUBS DDN Interface System (SDIS) software (available in any copy of the AEL CD-ROM) to request initial distribution of the CD-ROM. Send these e-mail requests to: [USAPA@pubs.army.mil](mailto:USAPA@pubs.army.mil). For general customer service assistance at USAPA, contact the Logistics Management Division, e-mail address [customer-service@USAPA.army.mil](mailto:customer-service@USAPA.army.mil).

- c. DA Pam 25-33 (User's Guide for Army Publications and Forms) gives general information on the ordering and initial distribution subscription system.



Louis Caldera  
*Secretary of the Army*

DISTRIBUTION:

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HQDA (DACS-ZA)  
HQDA (DACS-ZB)  
HQDA (SACW)  
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HQDA (SAILE)  
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COMMANDING GENERAL

U.S. ARMY, EUROPE AND SEVENTH ARMY

COMMANDERS

EIGHTH U.S. ARMY

U.S. ARMY FORCES COMMAND

U.S. ARMY MATERIEL COMMAND

U.S. ARMY TRAINING AND DOCTRINE COMMAND

U.S. ARMY CORPS OF ENGINEERS

U.S. SPECIAL OPERATIONS COMMAND

U.S. ARMY PACIFIC

MILITARY TRAFFIC MANAGEMENT COMMAND

U.S. ARMY CRIMINAL INVESTIGATION COMMAND

U.S. ARMY MEDICAL COMMAND

U.S. ARMY INTELLIGENCE AND SECURITY COMMAND

U.S. ARMY MILITARY DISTRICT OF WASHINGTON

U.S. ARMY SOUTH

SUPERINTENDENT, U.S. MILITARY ACADEMY

CF: U.S. ARMY SECURITY ASSISTANCE COMMAND